



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 South Hansell Street
Maxwell AFB AL 36112-6332

26 July 95

MEMORANDUM FOR ALL CAP WING COMMANDERS

FROM: Executive Director

SUBJECT: CAP/AFROTC Initiative

1. HQ AFROTC has indicated they are committed to the CAP/AFROTC test program initiative for another year and will expand it from 47 to 70 units for AY 95 - 96. The number of flying slots will not increase, just the number of units. This allows wider participation by both AFROTC and CAP. There has been much constructive crosstalk between AFROTC and CAP and plenty of feedback from the field to streamline and improve the program. The biggest piece of news is beginning immediately, ferry flights to and from the orientation location will be reimbursed if they are reasonable and required. In addition to ferry flight reimbursement, significant steps are being taken to speed up wing reimbursements. See the attachment for details.

2. We also plan to reduce the time it takes to charter new units and enroll new members, enabling flights earlier in the academic year when interest is highest and chances for good weather more favorable. These changes are effective immediately and will be reflected in the revised CAP/AFROTC Memorandum of Agreement.

3. All in all, we feel the CAP/AFROTC Initiative benefits both parties and will help strengthen the connection between Civil Air Patrol and the Air Force. Any questions about membership and chartering should be directed to Mr. John Sistrunk, (DPM) 334-953-4260 DSN: 493-4260. Questions about the flying program should be directed to Mr. Pete Kalisky, (DOP) 334-953-4228 DSN: 493-4228.

A handwritten signature in dark ink that reads 'Paul J. Albano, Sr.' with a stylized flourish at the end.

PAUL J. ALBANO, SR., Colonel, CAP
Executive Director

Attachment:

Streamlined CAP/AFROTC Charter and Membership Procedures

cc: CAP Nat Comdr
CAP Nat Vice Comdr
CAP Nat Ch of Staff
All CAP Rgn Comdrs
All CAP-USAF LR/CCs
All Wg LOs

STREAMLINED AFROTC/CAP CHARTER AND MEMBERSHIP PROCEDURES

Purpose: To improve the flying program and streamline administrative procedures to get cadets in the air early and to reimburse CAP pilots as soon as possible.

Effective Date: 26 July 1995.

Chartering:

a. AFROTC: Submit list of AFROTC detachments to be chartered. Include the following:

- (1). Unit name
- (2). Cadre advisor (preferably PAS)
- (3). Unit address and phone number.

b. CAP: Immediately charter all units on the list. Units will be chartered without a commander until cadet commander is named.

Membership:

a. AFROTC: Unit representative will collect \$15.00 membership fee and have cadets complete CAPF 12. The unit representative will sign the form and fax it to HQ CAP/DPM (334) 953-4262 DSN: 493-4262. The original CAPF 12 and membership fee will be forwarded concurrently to HQ CAP/DPM. Fingerprint cards will be accomplished at the same time if possible but forwarding of membership applications and fees will not be delayed for fingerprinting. Fingerprint cards can be forwarded later and cadets will be restricted from participating in CAP activities not directly related to the CAP/AFROTC initiative until their fingerprint cards are submitted and CAP membership cards are issued by National Headquarters. A list of those members who will be flying will be sent to the Wing Liaison Officer (LO). If a cadet leaves the flight orientation program prior to completion of the allotted flight orientation hours, those unused hours will revert to HQ AFROTC/DOTS for reallocation. The unit representative will notify the LO of a drop out as soon as possible.

b. HQ CAP: Upon receipt of faxed Form 12s, HQ CAP/DPM will stamp them "received at Headquarters CAP/DPM" and fax them back to the unit. The stamped forms may be used in lieu of membership cards for orientation flights only.

Orientation flights:

1. Flights should be as close to an hour as possible. However, minor variances will be allowed and flight times are to be logged as flown.

2. AFROTC will reimburse costs for ferry time to and from the orientation flight locations. However, the CAP Wing LO must approve the ferry time and certify it is required and reasonable.

Orientation flight administration:

- a. CAP: Orientation pilots will complete a CAP Form 108 to obtain aircraft flight hour reimbursement per the instructions on the reverse of the form. The CAP Form 108 will be forwarded to the Wing LO through the established CAP chain of command.
- b. AFROTC: At the end of each month (NLT the 10th day of the next month), the AFROTC unit will forward copies of all Flight Information Sheets, the AFROTC Form 147, and the AFROTC Monthly Summary, to the CAP Wing LO of their state.
- c. WING LO: The LO will reconcile any differences in the two claims, certify them and forward them to the CAP-USAF Liaison Region Commander with a certified Form 1034.
- d. CAP-USAF: The LR/CC will collect the claim forms from all wings in the region and forward them to HQ AFROTC/DOT for payment.